

Compeat Help

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Create a Bank Account

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Bank Accounts allows you to create as many bank accounts as necessary for your organization. All bank accounts are entity-specific, though you can create bank accounts from within any entity.

A bank account must be defined in order to [print checks](#), record [manual checks](#), and [reconcile bank statements](#).

You can access Bank Accounts by navigating to **Product Settings > Accounting > Banking > Bank Accounts**.

View Bank Accounts

Existing bank accounts display in a listing. You can scroll through the listing or use the paginators at the bottom to navigate between pages.

As with all grids, listings, and tables, you have several options when **viewing your data**. These include search, sort, and customizing which columns display in the listing.

Bank Accounts

Search

Bank Name	Bank Code	Entity #	GL Acct #	Address #1
Bank of America	999 BOFA	999	1008	
Cash on Hand	101 COH	101	1020	
Chase	8892	997	8000	
Iberia Bank	999 OPER IBER	999	1002	
Iberia Bank Florida Account	999 IBERIA FLA	999	1007	
IBERIA BANK PURCHASING CARD	IBERIA CC	999	2001	

1 - 10 of 24 items

+ CREATE NEW BANK ACCOUNT

- » **Ready to create a new bank?** Select *Create New Bank Account* at the top of the listing. You can enter the **initial details** in the pop-up, then locate the bank account in the listing to enter additional details.
- » **Need to remove a bank account?** Click the Bank Code or select the three-dot icon to the far-right of the account and choose *Remove This Bank Account* from the options provided. This marks the bank inactive.
- » **Need to view or edit a bank account?** Click the Bank Code or select the three-dot to the far-right of the account and choose *View This Bank Account* from the options provided.

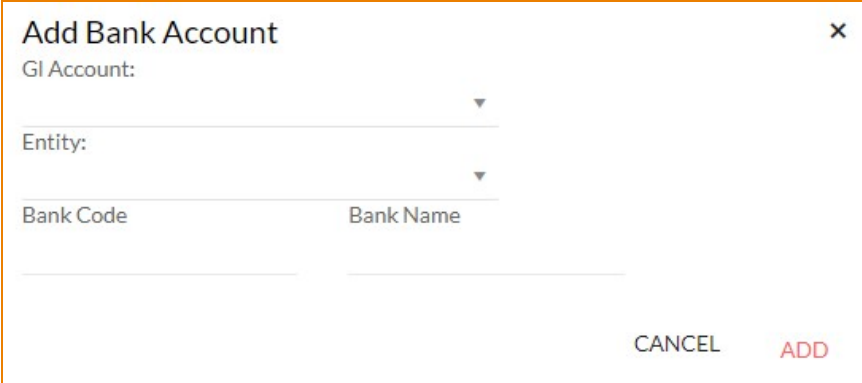
Enter Bank Account Details

A bank account record holds all necessary information for an account, including contact details, important account numbers, and check signatures. Information displays across two

tabs.

Initial Details

Each bank account consists of a unique *Entity Number* + *GL Account Number* combination. You cannot repeat this combination, nor can you modify the information once you create the bank account.



The screenshot shows a dialog box titled "Add Bank Account" with a close button (x) in the top right corner. The dialog contains the following fields and controls:

- GL Account:** A dropdown menu.
- Entity:** A dropdown menu.
- Bank Code:** A text input field.
- Bank Name:** A text input field.
- Buttons:** "CANCEL" and "ADD" (highlighted in red) at the bottom right.

- » **GL Account #:** Select the account number associated with this bank account. Each bank account within a single entity must have a unique *GL Account* assigned; however, you can assign the same *GL Account* to banks used by different entities.
- » **Entity #:** Select the entity that will use this bank account.
- » **Bank Code:** Enter a code you wish to identify this account throughout Compeat.

! Best Practices

When entering a bank code, avoid including bank-specific details, such as a bank name (e.g., Wells Fargo, Bank of America, etc.) as you may change banks in the future and will not be able to edit the bank code. Instead, consider including the purpose of the account, such as *Operating, Checking, Petty*, etc.

! Know Before You Save

With the exception of your bank name, the GL Account, Bank Code, and Entity details **cannot** be changed once saved.

General

The *General* tab contains basic details for a bank account, such as contact information and check details.

The screenshot shows a web form with two tabs: 'GENERAL' (selected) and 'SIGNATURES'. The form is organized into several sections:

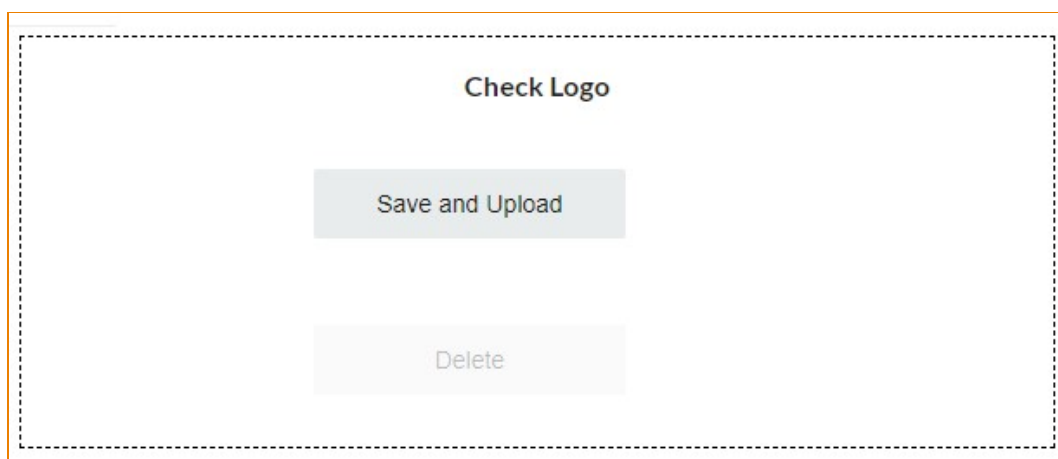
- Banks:** Bank Code: * 999 OPER; Bank Name: * Bank of America; Entity #: 999; GL Account #: * 1008; Active
- Address / Auto-fill:** Address: _____; Address 2: _____; State: _____; City: _____; Zip: _____; Auto-fill check numbers
- Contact:** Contact Name: _____; Phone: _____; E-mail: _____; Web: _____
- Check Numbers:** Transit # _____; On Us #: _____; Fractional ABA Code: _____; Last Check #: 1033
- File Templates:** _____

- » **Need to deactivate an account?** Deselect the *Active* checkbox. Compeat preserves data relationships to the account but makes the account unavailable in drop-downs and search fields throughout the system.
- » **Want check numbers to automatically print on checks?:** Select *Auto-fill check numbers* if, when printing checks, you wish for this bank code to populate the next available check number.
- » **Don't forget the important account numbers!**
 - » **Transmit #:** Enter the transit, or routing number, for the bank. This is typically a 9-digit code, and is required if you intend to print checks using blank check stock.
 - » **On Us #:** Enter the bank account number. Compeat requires this field if you intend to print checks using blank check stock.

- » **Fractional ABA:** If entered, this internal bank code prints directly under the bank's name and address at the top of the check.
- » **Last Check #:** The last check number used by this bank account. Compeat requires this field if you intend to print checks using blank check stock.
- » **Files Template:** If you have created a positive pay template for this bank account, select that template from the drop-down.

Check Logo

Logo graphics appear in the upper-left corner of printed checks. Images should be approximately 1.1" high and 1.6" wide (330 x 480 pixels at 300 dpi). A resolution of 300 dpi is recommended. Compeat accepts most image formats, but saves the image in JPEG format to optimize file size.



- » **Save and Upload:** Select and upload an image from your device.
- » **Delete:** Remove an image from the system.

We recommend you print a sample check to verify that the logo image prints correctly.

Signatures

The *Signature* tab allows you to upload check signature images and specify other signature-related options.

- » **Want to include a signature note for computer checks?** Enter text you wish to appear above the signature line(s) on printed checks. Notes do not display on pre-printed check stock.
- » **Want to include a signature note for manual checks?** Enter text you wish to appear above the signature line(s) on printed checks. Notes do not display on pre-printed check stock.
- » **Define a check limit that requires multiple signatures.** If you selected *2 signatures when check limit is exceeded* from the *Signatures* drop-down, this field becomes editable. Enter the limit amount.
- » **Choose your preferred signature method.** Select whether single or dual signatures should be used on printed checks, or whether a dual signature should only be required if a check exceeds a defined limit.

Signature graphics are printed in the signature area of the check, and should be approximately 0.68" high and 2.8" wide. A resolution of 300 dpi is recommended for signature images. Compeat accepts most common image formats, but saves the image in JPEG format to optimize file size.

» **Save and Upload:** Select and upload an image from your device.

» **Delete:** Remove an image from the system.



Compeat recommends that you print a sample check to verify that signature images print correctly.

Updated on March 9, 2021

Tagged: [bank account](#) [bank code](#) [check logo](#) [check signatures](#)

